

City of Weslaco

"The City on the Grow"



David Suarez, Mayor
Olga M. Noriega, Mayor Pro-Tem, District 3
Leo Muñoz, Commissioner, District 1
Greg Kerr, Commissioner, District 2
Gerardo "Jerry" Tafolla, Commissioner, District 4
Letty Lopez, Commissioner, District 5
Fidel L. Pena, III, Commissioner, District 6

Mike R. Perez, City Manager

CITY OF WESLACO

Invitation to Bid

The City of Weslaco hereby requests sealed bids for the purchase of the following:

"One" 2016 Transit-350 XL Medium Roof Wagon 148" WB RFB No.: 2015-16-15

Sealed bids addressed to Homer Rhodes, Purchasing Office, will be accepted at the Weslaco City Hall, 255 S. Kansas Avenue, Weslaco, Texas 78596, until **3:00 p.m.** on **June 30, 2016** at which time they will be opened and read aloud. Please mark envelope, **"Sealed Bid – "One" 2016 Transit-350 XL Medium Roof Wagon 148" WB, RFB No. 2015-16-15."**

Potential Bidders/Respondents are advised that the bidding documents can be downloaded from the City of Weslaco web page address: www.weslacotx.gov, and may also be secured at the Weslaco City Hall Purchasing Office, 255 S. Kansas Avenue, Weslaco, Texas 78596, or by calling (956) 447-2240. Be advised that if your company is contemplating on bidding this project you must contact the Purchasing Office, so that any changes/additions via addendum form can be forwarded to your company. (Please include your company name, address, e-mail, telephone and fax, as well as contact person). **No electronic bids will be accepted.**

The City of Weslaco reserves the right to accept or reject any or all bids to waive any informalities in the bidding or to accept the bid to be the best and most advantageous to the City and to hold bids for a period of forty-five (45) days from the date of the bid opening without taking action for the purpose of reviewing the bids and investigation of bidders' qualifications prior to bid award. Bids submitted past the aforementioned date and time will not be accepted.

City of Weslaco

Homer Rhodes,
Purchasing Office
hrhodes@weslacotx.gov



VENDOR'S NOTICE OF INTENT TO SUBMIT A BID

If you intend to submit a bid for **"One" 2016 Transit-350 XL Medium Roof Wagon**
RFB No.: 2015-16-15

with the City of Weslaco as outlined in the specifications, please indicate your intention by signing, dating, and returning this form to the address below prior to **June 30, 2016** so that you may receive any addendums to the specifications should the need arise.

Homer Rhodes
City of Weslaco
Purchasing Office
255 S. Kansas Avenue
Weslaco, Texas 78596
Phone: 956.447.2240
Fax: 956.969.8452
hrhodes@weslacotx.gov

Name: _____ Signature: _____
(print / contact person)

Title: _____ Company/Agency: _____

Mailing
Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Bid No.: 2015-16-15

CITY OF WESLACO INSTRUCTIONS TO BIDDERS

The City of Weslaco will receive bids for
“One” 2016 Transit-350 XL Medium Roof Wagon 148” WB – RFB No.: 2015-16-15

1. The 2016 Transit-350 XL Medium Roof Wagon 148” WB offered for consideration shall conform to the following specifications and be equipped with any additional equipment as specified.
2. There will be no trade-in offered in consideration of this bid.
3. Bids shall be submitted in a sealed envelope upon the blank form attached hereto. Bid must be completely filled out. Bids must be filed with the City of Weslaco before opening day and hour. No late bids will be accepted. Late bids or bids not properly identified will be returned to respondent unopened. Failure to meet request for bid(s) requirements may be grounds to disqualification.
4. Any exceptions to these specifications must be stated in writing and attached to the Bid form. Each exception must refer to the corresponding section of the specifications, with explanation and detailed description of the item or items the bidder wishes to substitute.
5. All parts not specifically mentioned which are necessary in order to furnish a new complete 2016 Transit-350 XL Medium Roof Wagon, shall be included whether or not specified.
6. The geographical location(s) of vendor’s facilities will be given due consideration in the evaluation and award of contract, so the City personnel can visit the facility and inspect and test drive the new 2016 Transit-350 XL Medium Roof Wagon.
7. Where specific model numbers or manufacturer names are used in these specifications, the vendor may submit an equal replacement for consideration. All expectations and substitutions must be listed on a separate piece of paper in the Bid package and supporting documents or brochures must be provided for the equipment specified.
8. Bids **MUST** give full firm name and address of respondent, and be manually signed. Failure to do so will disqualify your bid. Person signing bid must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT. Firm name and authorized signature must appear on each page that calls for this information.
9. Bids CANNOT be altered or amended after opening time. Alterations made before opening time must be initialed by respondent guaranteeing authenticity. No bid may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Weslaco.
10. STATE SALES TAX MUST NOT BE INCLUDED IN BID. A tax-exempt form will be provided upon request.
11. No substitutions or cancellations permitted without written approval of City of Weslaco.

12. Number of days required to deliver the 2016 Transit-350 XL Medium Roof Wagon after receiving purchase order must be stated in your bid. Failure to do so state will obligate respondent to complete delivery within 30 days after award.
13. When delay can be foreseen, vendor shall give prior notice to the City of Weslaco. Vendor must keep the City of Weslaco advised at all times of status of delivery. Default in promised delivery (without acceptable reasons) or failure to meet specifications, authorizes the City of Weslaco to purchase such 2016 Transit-350 XL Medium Roof Wagon 148” WB elsewhere and charge increase in cost and handling to defaulting vendor.
14. Acceptable reasons for delay delivery are as follows: Acts of God, (floods, tornadoes, hurricanes, etc.), acts of government, (fire, strikes, war). Actions beyond the control of successful vendor.
15. Bid F.O.B. City of Weslaco - City Hall, Finance Department, 255 Kansas Ave, Weslaco, Texas 78596. Bid in units of quantity specified-extend and show total. Bids subject to unlimited price increase will not be considered.
16. The City may hold Bids for forty-five (45) days after reading of same without taking action. Respondents shall hold their Bid firm for the same period of time.
17. The vendor agrees to indemnify and save harmless the City, the Purchasing Agent, and his/her assistants from all suits and actions of every nature and description brought against them or any of them, for or on account of the use of patented appliances, products or processes, and he/she shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Purchasing Agent, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used.
18. Respondent shall carefully examine the Bid forms, requirement/ specifications, and instructions to respondents. Should the respondent find discrepancies in, or omissions from bid forms, specifications, or other documents, or should he/she be in doubt as to their meaning, he/she should at once notify the Purchasing Office (Weslaco City Hall, at 956/447-2240) Homer Rhodes, hrrhodes@weslacotx.gov and obtain clarification by addendum prior to submitting any bid.
19. The City of Weslaco will execute payment by mail within 30 days in strict accordance with the State of Texas Pay Law after a new 2016 Transit-350 XL Medium Roof Wagon 148” WB has been received, and inspected, and found to meet City of Weslaco specifications. No other method of payment will be considered.
20. The City of Weslaco reserves the right to reject any or all bids and to waive any or all informalities or technicalities and/or to accept the bid to be the best and most advantageous to the City and to hold bids for a period of forty-five (45) days without taking action. Bids submitted past the aforementioned date and time will not be accepted.

In connection with this RFB, interested Bidders should limit their contact to the City of Weslaco by communicating only with Homer Rhodes at (956) 447-2240 regarding this RFB. Contact with persons other than Mr. Rhodes regarding this RFB may be grounds for eliminations from the selection process.

**2016 Transit-350 XL Medium Roof Wagon 148" WB
SPECIFICATIONS**

The City of Weslaco is requesting bids for the purchase of "One" new 2016 Transit-350 XL Medium Roof Wagon 148" WB for general use.

The City of Weslaco has reviewed and evaluated several models in general use. The successful bidder will provide a new 2016 Transit-350 XL Medium Roof Wagon 148" WB as specified in this document. Furthermore, the specifications listed are not all-inclusive and should not be construed as final.

QUANTITY: "One" 2016 Transit-350 XL Medium Roof Wagon 148" WB

SCOPE OF SPECIFICATIONS

These specifications describe the mechanical and comfort requirements for new 2016 Transit-350 XL Medium Roof Wagon 148" WB

SPECIFICATIONS

A. Engine

3.5L EcoBoost V6

Comply

_____ Yes _____ No

B. Transmission

6-Speed Automatic w/OD Select Shift

Comply

_____ Yes _____ No

C. Axel Ratio

3.31

Comply

_____ Yes _____ No

D. Wheels / Tires

235/65R16 – 16" Steel w/Black Hubcaps

Comply

_____ Yes _____ No

E. Seats & Seat Trim

Dual Bucket Seats / Vinyl Front / 12 Passenger

Comply

_____ Yes _____ No

F. Feature Requirements

1. *Air-Condition*
2. *148" Wheelbase*
3. *Reverse Sensing System*
4. *Running Boards*
5. *Tow/Haul Mode w/Trailer Wiring Provisions*
6. *Heavy-Duty Trailer Tow Package*
7. *Remote Keyless-Entry Keypad*
8. *Back Up Alarm*
9. *Rear Window Defogger*
10. *Privacy Glass / Rear Window Defogger*
11. *Radio: AM/FM Single-CD Stereo*
12. *Cruise Control w/Message Center*
13. *2 Additional Keys (4 Total)*
14. *50 State Emissions System*
15. *Driver & Front Passenger-Side Front Airbags*
16. *Safety Canopy Side Curtain Airbags*
17. *Monotone Paint Application*
18. *Primary Color: Oxford White / Interior Color: Pewter*

Comply (1-18)

_____ Yes _____ No

Warranty – Standard Equipment & Specs

Basic:	36,000 Miles	Months:	36 Months	_____ Yes	_____ No
Powertrain:	60,000 Miles	Months:	60 Months	_____ Yes	_____ No
Corrosion: Perforation	Unlimited Miles	Months:	60 Months	_____ Yes	_____ No
Roadside: Assistance	60,000 Miles	Months:	60 Months	_____ Yes	_____ No

CITY OF WESLACO
“One” 2016 Transit-350 XL Medium Roof Wagon 148” WB
BID FORM

The _____ (bidder), having read the specifications, proposes to furnish “One” 2016 Transit-350 XL Medium Roof Wagon 148” WB, for the full and firm price of within delivery time designated below, in full compliance with the specifications.

Complete Unit: F.O.B. City of Weslaco, Finance Department, 255 S. Kansas Ave.,
Weslaco, Texas 78596 / Attn: Homer Rhodes

Respectfully submitted this _____ day of _____, 2016.

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

<u>Description</u>	<u>Make/Model</u>
--------------------	-------------------

“One” 2016 Transit-350 XL Medium Roof Wagon 148” WB

Grand Total: \$ _____

Estimated Delivery Time Frame upon issuance of Purchase Order: _____

Company: _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Fax Number: _____

Authorized Signature: _____ Date: _____

Title: _____ E-mail: _____

Please print above signature